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ABSTRACT

Intended for adults who are considering career choices or changes, this booklet provides opportunities for self-study and reflection in six career paths. The booklet begins with tips for long-term career survival and myths and realities of career planning. After a brief career survey, readers are introduced to six career paths: arts and communications; business, management, and technology; health services; human services; industrial engineering and technology; and natural resources/agriculture. Next, the interests, abilities, and talents shared by people in each career path are provided along with possible occupations each career path has to offer. Jobs requiring different levels of education and training are listed for each career path. The remaining 60% of the booklet presents and explains a career path road map consisting of seven steps: become aware of the need to make a career move or begin a new career; engage in self-study; explore the world of work; generate choices by gathering information; make a career choice; plan and act on the choice; and evaluate the choice. Self-study materials provided include: a list of 20 questions to ask before changing careers, and self-assessment forms for identifying personal abilities, talents, and functional/transferable, content, and self-management skills. (MN)

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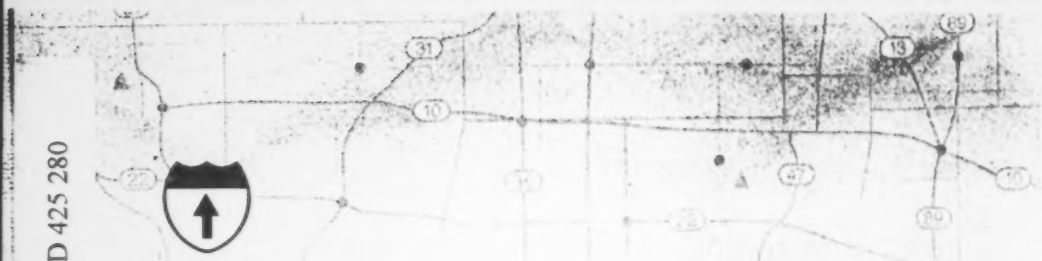

MISSOURI'S CAREER PATH SERIES

Postsecondary/Adult

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Career Path Guide for ADULT CAREER CHOICES

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Career Path Guide for
ADULT CAREER CHOICES

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Career Path Guide for Adult Career Choices

The Purpose of This Guide

This booklet has been designed to help adults who are considering career choices or changes. The guide provides self-study and reflection in the six career paths as a way to pursue career plans.

Benefits of Career Paths for Adults

1. Career paths provide a way of matching one's interests, abilities and talents to career interests. All career paths have equal dignity.
2. Career paths provide an area of FOCUS along with FLEXIBILITY and a VARIETY of ideas to pursue when choosing a career.
3. Career paths are an easy tool to use to start the process of determining career interests before selecting a specific occupational area.

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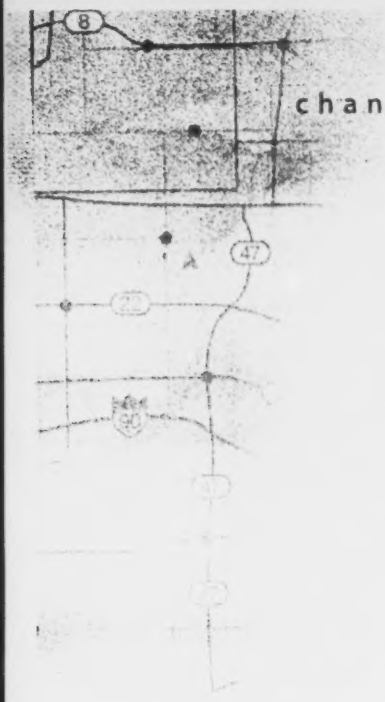

Searching for Satisfaction?

TIPS FOR YOUR LONG-TERM CAREER SURVIVAL

Many adults are faced with the need to change direction. The road isn't straight and narrow anymore, which is why you need to be encouraged to "get in the driver's seat of your own career."

Today, the road to success sometimes twists or turns, and often jogs off unexpectedly to a more interesting destination than originally planned.

Labor analysts have predicted that the average person will change *jobs* six or seven times in their lives. Others say it is expected that people will change their *professions* - not simply their *jobs* - three to four times during their work career.

Because of the uncertainties of the labor market as well as technological advances, career change seems inevitable and can be scary. Many adults today are facing the dilemma that old skills no longer serve them in the technologically advanced labor market. Yes, it's true many of us need to learn some *new* skills. It is important not to abandon or underestimate the importance of experience and expertise gained from work, school, training, and volunteer activities.

THIS GUIDE IS DESIGNED TO:

1. Help you identify your interests, aptitudes, abilities, work values, and experiences.

> To know where you want to go, you must know where you are and who you are.

2. Explore career paths, and learn to look in different directions.

> Career is a journey, not a destination.

Myths and Realities
OF CAREER PLANNING

myth:

"There is just one right career choice for me."

reality:

WRONG! Fortunately, we are all multi-talented and could be happy in many different endeavors.

myth:

"Someone told me there is some *test* you can take that will tell you what to do...."

reality:

Sorry, there is no magic wand, but we've included some exercises in this booklet designed to help you assess your unique skills and abilities.

myth:

"Computers have taken over the world and workers have been replaced by machines..."

reality:

True and False.
Computers have revolutionized the work world. Repetitive, time-consuming tasks have been automated but the labor market will always need skilled workers.

Begin to look at realities for your career planning by completing the Career Survey on the following page. To complete the survey, circle your preferences in each section and record the number in the circle provided.

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Career Survey*

Activities That Sound Interesting To Me
1. reading or writing stories or articles
2. designing and building scenery for plays
3. gardening
4. taking photographs
5. acting in a play or movie
6. listening to/playing music

Personal Qualities That Describe Me
1. imaginative
2. creative
3. outgoing
4. like using my hands to create things
5. performer

In My Free Time I Would Enjoy
1. working on the school paper or yearbook
2. acting in a play
3. painting pictures, drawing

School Subjects/Activities That I Enjoy or Do Well In
1. social studies
2. choir / chorus / band
3. creative writing
4. art

Total # circled:

Activities That Sound Interesting To Me
1. interviewing people
2. using computer program to do math
3. typing letters, forms, banners, etc.
4. keeping records, taking notes at meetings
5. working with numbers
6. organizing files and paperwork

Personal Qualities That Describe Me
1. practical
2. independent
3. organized
4. like to use machines
5. like to be around people

In My Free Time I Would Enjoy
1. being in a speech contest or debate
2. using a computer
3. volunteering in a local hospital office

School Subjects/Activities That I Enjoy or Do Well In
1. speech
2. language
3. math
4. marketing

Total # circled:

Activities That Sound Interesting To Me
1. preparing medicines in a pharmacy
2. helping sick people
3. working with animals
4. helping with sports injuries
5. studying anatomy and disease
6. performing surgery

Personal Qualities That Describe Me
1. compassionate and caring
2. good listener
3. good at following directions carefully
4. conscientious and careful
5. patient

In My Free Time I Would Enjoy
1. volunteering in a hospital
2. taking care of pets
3. exercising and taking care of myself

School Subjects/Activities That I Enjoy or Do Well In
1. math
2. science
3. biology
4. chemistry

Total # circled:

Activities That Sound Interesting To Me
1. helping people solve problems
2. working with kids
3. working with elderly people
4. preparing food
5. being involved in politics
6. solving a mystery

Personal Qualities That Describe Me
1. friendly
2. open
3. outgoing
4. good at making decisions
5. good listener

In My Free Time I Would Enjoy
1. tutoring young children
2. helping with a community project
3. coaching kids in a sport

School Subjects/Activities That I Enjoy or Do Well In
1. language arts
2. history
3. speech
4. math

Total # circled:

Activities That Sound Interesting To Me
1. putting things together
2. designing buildings
3. working on cars, mechanical things
4. using advanced math to solve problems
5. gardening
6. using tools

Personal Qualities That Describe Me
1. practical
2. like using my hands
3. logical
4. good at following instructions
5. observant

In My Free Time I Would Enjoy
1. building stage sets for a school play
2. drawing sketches of cars, mechanical things
3. working on cars

School Subjects/Activities That I Enjoy or Do Well In
1. math
2. geometry
3. woodworking
4. science

Total # circled:

Activities That Sound Interesting To Me
1. predicting weather
2. predicting or measuring earthquakes
3. growing flowers, trees, gardening
4. studying rocks and minerals
5. raising fish or other animals
6. working in a chemistry lab

Personal Qualities That Describe Me
1. like helping with problems
2. [illegible]
3. physically active
4. problem solver
5. [illegible]

In My Free Time I Would Enjoy
1. fixing
2. participating in FFA or 4H
3. experimenting with a chemistry set

School Subjects/Activities That I Enjoy or Do Well In
1. math
2. [illegible]
3. biology
4. geometry

Total # circled:

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*Adapted from Krista Flowers, Mid Rivers Tech Prep Consortium

WHAT ARE CAREER PATHS?

Are you wondering what your results from the previous page mean? You have just identified your Career Path interests.

Career paths are clusters of occupations that require different levels of education and training. People working in a career path share interests, abilities, and talents. Career paths help you identify a career focus without being locked into a specific occupation.

Based on your choices in the Career Survey, place a check beside the career path in the list to the right that interests you most. If you are interested in more than one, check your top three career paths.

Each career path is described on pages 6 through 11. Take a few minutes to answer a few additional questions about each career path. Look through the lists of possible occupations each career path has to offer. Pay special attention to the career paths you identified as the most interesting.

1. **ARTS AND COMMUNICATIONS**
Occupations in this path are related to the humanities and the performing, visual, literary and media arts. These may include architecture, interior design, creative writing, fashion design, film, fine arts, graphic design and production, journalism, languages, radio, television, advertising and public relations.

2. **BUSINESS, MANAGEMENT AND TECHNOLOGY**
Occupations in this path are related to the business environment. These may include entrepreneurship, sales, marketing, computer/information systems, finance, accounting, personnel, economics, and management.

3. **HEALTH SERVICES**
Occupations in this path are related to the promotion of health and the treatment of disease. These may include research, prevention, treatment, and related technologies.

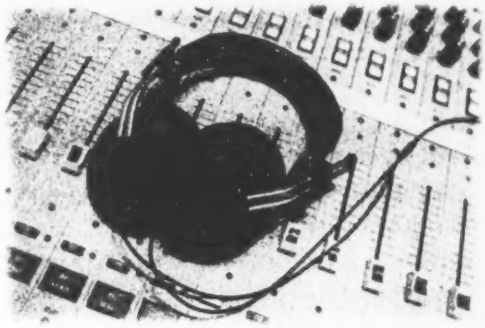
4. **HUMAN SERVICES**
Occupations in this path are related to economic political and social systems. These may include education, government, law and law enforcement, leisure and recreation, delivery, military, religion, child care, social services, and personal services.

5. **INDUSTRIAL AND ENGINEERING TECHNOLOGY**
Occupations in this path are related to the technologies necessary to design, develop, install, and maintain physical systems. These may include engineering, manufacturing, construction, service, and related technologies.

6. **NATURAL RESOURCES/AGRICULTURE**
Occupations in this path are related to agriculture, the environment, and natural resources. These may include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

Arts & Communications

Are you a creative thinker? Are you imaginative, innovative, and original? Do you like to communicate ideas? This may be the career path for you!

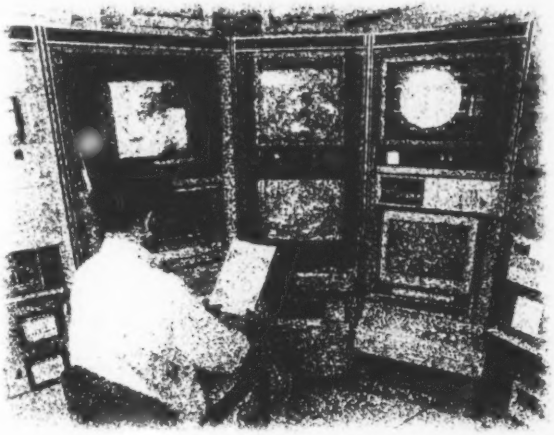


PERFORMING ARTS OCCUPATIONS

Actor/Director/Producer
Dancer/Choreographer
Model
Musician

VISUAL ARTS OCCUPATIONS

Fashion Designer
Floral Designer/Florist
Graphic Artist
Graphic Designer
Industrial Designer
Interior Designer
Merchandise Display Worker
Motion Picture Camera Operator
Photographer/Camera Operator
Set Designer
Sign Painter and Letterer
Visual Artist



COMMUNICATIONS OCCUPATIONS

Interpreter/Translator
Public Relations Specialist
Radio/Television Announcer/ Newscaster
Reporter/Correspondent
Technical Writer
Writer/Editor

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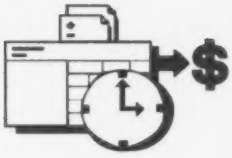


Business, Management and Technology

Do you enjoy being a leader, organizing people, planning activities for others, and talking? Do you like to work with numbers or ideas? Do you enjoy carrying through with an idea and seeing the end product? Do you like to know what is expected of you and like things around you to be neat and orderly? This may be the career path for you!

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL OCCUPATIONS

Accountant/Auditor
Construction Contractor/Manager
Education Administrator
Health Services Manager/Administrator
Hotel Manager/Assistant
Personnel/Training/Labor Relations Specialist/Manager
Property and Real Estate Manager
Restaurant and Food Service Manager
Retail Sales Manager

ADMINISTRATIVE SUPPORT OCCUPATIONS, INCLUDING CLERICAL

Adjuster/Investigator/Collection Worker
Bank Teller
Bookkeeping/Accounting/Auditing Clerk
Computer Operator
Court Clerk
Court Reporter
Dispatcher
File Clerk
General Office Clerk
Postal Clerk/Mail Carrier
Receptionist
Records Clerk
Secretary
Teacher Aide
Typist/Word Processor/Data Entry Operator

COMPUTER, MATHEMATICAL, AND OPERATIONS RESEARCH OCCUPATIONS

Computer Systems Analyst
Mathematician
Statistician

MARKETING AND SALES OCCUPATIONS

Cashier
Insurance Agent/Broker
Real Estate Agent/Broker/Appraiser
Retail Sales Worker
Stockbroker/Securities and Financial Services Sales Representative
Travel Agent

Health Services

Do you like to care for people or animals who are sick or help them stay well? Are you interested in new diseases and in how the body works? Do you enjoy observing patients and looking for changes in how they are doing? This may be the career path for you!

HEALTH TECHNOLOGISTS AND TECHNICIANS

Clinical Laboratory Technologist/Technician
Dental Hygienist
Medical Records Technician
Dialysis Technician
Nuclear Medicine Technologist
EEG Technologist (Electroencephalogram)
Optician (Dispensing)
EKG Technician (Electrocardiograph)
Radiologic Technologist
Emergency Medical Technician (EMT)
Surgical Technologist
Licensed Practical Nurse
Ultrasound Technologist/ Sonographer

HEALTH DIAGNOSING PRACTITIONERS

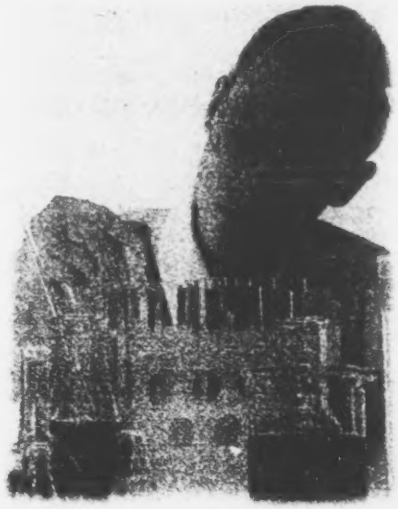
Chiropractor
Dentist
Optometrist
Physician
Podiatrist
Veterinarian

HEALTH ASSESSMENT AND TREATING OCCUPATIONS

Activities Therapist
Dietitian/Nutritionist
Occupational Therapist
Pharmacist
Physical Therapist
Recreational Therapist
Registered Nurse
Respiratory Therapist
Speech/Language Pathologist/ Audiologist

HEALTH SERVICES OCCUPATIONS

Dental Assistant
Medical Assistant
Nursing and Psychiatric Aide



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Human Services

Are you friendly, open, outgoing, understanding, and cooperative? Do you like to work with people to help solve problems? Is it important to you to do something that makes things better for other people? This may be the career path for you!

LEGAL OCCUPATIONS

Court Administrator
Lawyer/Judge
Paralegal

PROTECTIVE SERVICE OCCUPATIONS

Firefighter
Guard
Police Officer/Detective/Special Agent

RELIGIOUS OCCUPATIONS

Minister/Rabbi/Priest
Religious Worker

EDUCATION OCCUPATIONS

Adult / Vocational Education Teacher
Archivist/Curator
College Faculty Member
Counselor
Kindergarten/
Elementary School Teacher
Librarian
Secondary School Teacher
Special Education Teacher

FOOD & BEVERAGE PREPARATION AND SERVICE OCCUPATIONS

Chef/Cook
Foods/Beverage Service Personnel

SOCIAL AND RECREATION OCCUPATIONS

Human Services Worker
Recreation Worker
Social Worker

PERSONAL, BUILDING, AND GROUNDS SERVICE OCCUPATIONS

Animal Caretaker
Barber/Cosmetologist
Child Care Worker
Flight Attendant
Gardener/Groundskeeper
Home Health Aide
Janitor/Custodian
Preschool Worker

TRANSPORTATION AND MATERIAL MOVING OCCUPATIONS

Bus Driver
Rail Transportation Worker
Truckdriver

SOCIAL SCIENTISTS AND URBAN PLANNERS

Economist and Marketing
Research Analyst
Psychologist
Sociologist
Urban and Regional Planner

Industrial and Engineering Technology

Are you mechanically inclined and practical? Do you like to use your hands and build things? Are you curious about how things work? This may be the career path for you!

ENGINEERS

Aerospace Engineer
Chemical Engineer
Civil Engineer
Electrical/Electronics Engineer
Mechanical Engineer
Nuclear Engineer
Petroleum Engineer

ARCHITECTS AND SURVEYORS

Architect
Landscape Architect
Surveyor

MECHANICS, INSTALLERS, AND REPAIRERS

Aircraft Mechanic
Automotive/Automobile Body Repairer
Automotive Mechanic
Diesel Mechanic
Electronic Equipment Repairer
Heating and Air Conditioning Repairer
Line Installer and Cable Splicer

PLASTIC AND METALWORKING OCCUPATIONS

Boilermaker
Jeweler
Machinist
Welder

PRINTING OCCUPATIONS

Bindery Worker
Compositor/Typesetter
Prepress Worker
Printing Press Operator

CONSTRUCTION TRADES OCCUPATIONS

Bricklayer
Carpenter
Carpet Installer
Drywall Worker
Electrician
Glazier
Insulation Worker
Painter/Paperhanger
Plasterer
Plumber/Pipefitter
Roofer
Sheet-metal Worker

PLANT AND SYSTEMS OPERATORS

Power Generating Plant Operator
Stationary Engineer
Water Treatment Plant Operator

TECHNOLOGISTS (EXCEPT HEALTH)

Aircraft Pilot
Air Traffic Controller
Broadcast Technician
Computer Programmer
Drafter
Engineering Technician

Natural Resources and Agriculture

Are you a nature lover? Are you practical, curious about the physical world, and interested in plants and animals? Do you like to be physically active? Do you like to observe, learn, investigate, or solve problems? This may be the career path for you!

BIOLOGICAL SCIENTISTS

Agricultural Scientist
Biological Scientist
Forester/Conservation Scientist
Botanist
Geneticist
Zoologist
Environmental Analyst
Biochemist

PHYSICAL SCIENTISTS

Chemist
Geologist/Geophysicist
Meteorologist
Weather Observer
Physicist/Astronomer
Diver
Oceanographer

AGRICULTURE, FORESTRY, FISHING AND RELATED OCCUPATIONS

Agriculture Engineer
Coop. Extension Service Personnel
Farm Operator/Manager
Farm Worker
Fish/Game Specialist (Warden)
Nursery Worker/Manager
Horticulturalist
Landscape Designer
Conservation Agent
Agronomist
Biological/Agricultural Technologist

Career Path Road Map

STEP 1 **Become aware** of the need to make a career move or begin a new career.

STEP 2 Self-study – **Who am I?**

STEP 3 **Explore** the world of work.

STEP 4 **Generate choices** by gathering information.

STEP 5 **Make a decision** about your career choice.

STEP 6 **Plan and act** on your career choice.

STEP 7 **Evaluate** your career choice.

WHY A CAREER PATH ROAD MAP?

Let's say you decide to go to Florida for a vacation. According to your road atlas you need to take Interstate 70 east to Interstate 55 south, and so on. You get the idea, right?

Getting where you want to go requires some planning. Decision-making about your career or a career change requires planning and mapping of your route.

1. Awareness of the problem is the first step in resolution. Are you dissatisfied in your current position? Do you want to use more of your talents and abilities? Do you need more earning potential or a different lifestyle?
   STEP ONE: BECOME AWARE OF THE NEED TO MAKE A CAREER MOVE!

2. Before you start any journey you need to take inventory. Check the oil, transmission fluid, and the tires. Do you have enough gas? Likewise in career changes, look at yourself first. What attributes will carry you on this journey? What skills, abilities, aptitudes, and experiences qualify you for work as it will exist in the future?
   STEP TWO: SELF-STUDY: WHO AM I?

3. Think about where you want to go. Study the map; there are many different roads to follow. They offer different scenery. Some may have roadblocks or are under construction. Consider the vast number of possibilities.
   STEP THREE: EXPLORE THE WORLD OF WORK!

4. Make a list of several careers that best fit your travel plans. Do they take you in the direction you want to go? How safe is this route? Which path will be most satisfying?
   STEP FOUR: GENERATE CHOICES BY GATHERING INFORMATION!

5. Research the alternatives. Ask questions. Find others who have followed that path. What were their experiences? Observe others on their journey.
   STEP FIVE: MAKE A DECISION ABOUT YOUR CAREER CHOICE!

6. Ultimately, it's your decision to make. No one can make it for you. Make sure you look at how much time and energy you have invested in this process. Then get a move on it! Get started!
   STEP SIX: PLAN AND ACT ON YOUR CAREER CHOICE!

7. Always keep your eye on the road. Watch for road hazards, detours, and other kinds of roadblocks.
   STEP SEVEN: EVALUATE YOUR CAREER CHOICE!

STEP 1

Become Aware of the Need to make a Career Move

TWENTY QUESTIONS TO ASK YOURSELF BEFORE CHANGING CAREERS

1. Am I dissatisfied with my career or only with my job? Could I find satisfaction in a related job within the same field?
2. Is my current industry declining, stable or increasing?
3. Are the working conditions the motivating factor for a change?
4. Do I wish to express certain values on the job that I can't in my present occupation?
5. Do I feel as though I could use more of my abilities and skills in another occupation?
6. Do I have an understanding of my personality and the type of environment in which I want to work?
7. Do I know where my interests lie? What do I know about my vocational interests?
8. Have I taken an inventory and identified my marketable skills?
9. Have I acquired new skills that I don't have the opportunity to use in my present occupation even though I'd like to?
10. Can I enter my newly chosen occupational field without retraining or further education?
11. Am I willing to make sacrifices to start over in a new occupation — such as taking a salary cut? Are the people who are dependent on me also willing to make sacrifices?
12. Will my functional skills transfer to the occupation I choose, or must I develop new skills?
13. Do I have alternative plans— or are all of my eggs in one basket?
14. Are there any ways that I can try out a new career without quitting my present job?
15. Exactly what will I be giving up and what will I be gaining to change careers?

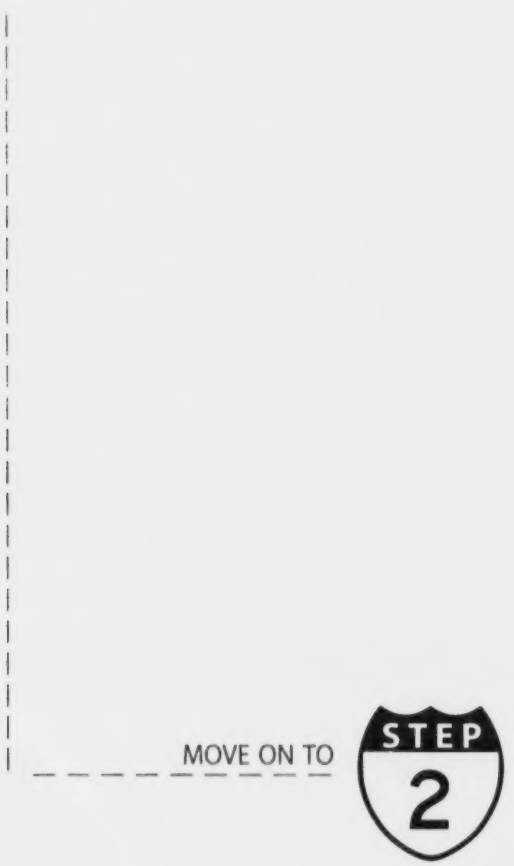
16. How important are the golden handcuffs—seniority, retirement fund, and other benefits— to my welfare both in the short run and over the long run? Have I done pen and pencil figuring or only daydreaming?

17. Is there help available in my community to facilitate my career change or help insure its success?

18. Do I feel that I have the patience to spend time in an entry-level position in order to reach my goals?

19. What preparations can I begin today to help with my career switch? Do I have a list of immediate, short-term and long-term goals?

20. How willing am I to take risks— such as risking not being happy in a new occupation? Would I be willing to make another switch if that happens?



Self-Study... Who am I?

You know yourself better than anyone else. You have the wisdom and experience to take inventory and assess yourself. The exercises that follow will act as a road map to guide you.

- **REFLECTION**
- **ACHIEVEMENTS**
- **ABILITIES**
- **SKILLS**
- **APTITUDE**
- **WORK VALUES**
- **LIFESTYLES**
- **INTERESTS**

Reflect broadly upon experiences you have had, things you have done, and people to whom you have been exposed during your lifetime. Think about the jobs you have held, hobbies you have practiced and special projects you have completed. This review can be carried into any realm of your life experience and can reach as far back as you please.

REFLECTION:

Jobs I have liked:

Why I liked them:

Hobbies, leisure activities I have liked:

Why I liked them:

Specialized training/courses I have liked:

Why I liked them:

Things I have done. Special strengths, skills, or things I do well:

What do others recognize as my strengths, skills or things I do well:

ACHIEVEMENTS

List five of your achievements. Achievements are things you have done that you think are important and represent a sense of accomplishment to you regardless of whether or not they were recognized by others. Emphasis should be upon events that you really feel good about. These should be achievements in your own eyes. Don't be concerned about whether or not these achievements meet a standard of excellence compared to other people.

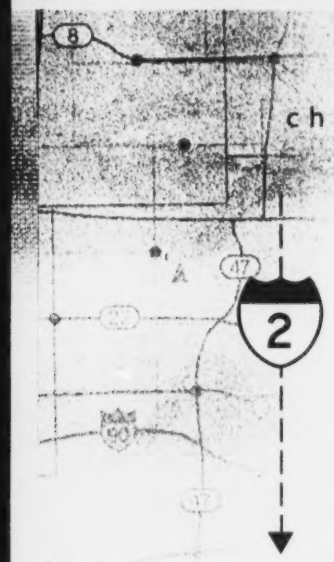
Achievement #1 — Demonstrated Abilities

Achievement #2 — Demonstrated Abilities

Achievement #3 — Demonstrated Abilities

Achievement #4 — Demonstrated Abilities

Achievement #5 — Demonstrated Abilities



Now that you have listed your achievements, circle the abilities you possess that enabled you to accomplish those tasks. Don't be shy about this. Every task requires that an individual have certain attributes to get the job done.

ABILITIES

VERBAL-PERSUASIVE
writing
talking
speaking
persuading
selling
dramatics
negotiating

SOCIAL
social ease
deal with public
good appearance
deal with negative feedback

NUMERICAL
computational speed
work with numerical data
solve quantitative problems
computer use

INVESTIGATIVE
scientific curiosity
research
technical work

MANUAL/PHYSICAL
mechanical reasoning
manual dexterity
spatial perception
physical stamina
outdoor work

CREATIVE
artistic
imaginative with things
imaginative with ideas

WORKING WITH OTHERS
supervising
teaching
cooperating
collaborating
coordinating

Are you suprised at how many abilities you have? Can you see how these qualities might help you work toward your career goals?

SKILLS

- A skill is an acquired ability to complete a particular task.
- Skills are learned.
- Skills vary in intensity.
- Skills are transferable.
- Skills must be practiced.

What skills do you have or could you develop that you would enjoy using while working?

FUNCTIONAL/TRANSFERABLE SKILLS

may or may not be associated with a specific job
convey action
things you do

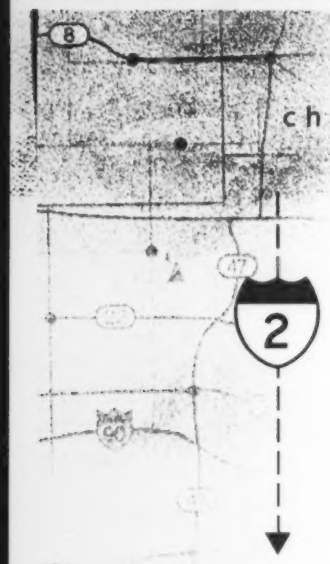
CONTENT OR KNOWLEDGE SKILLS

specific and specialized
involve learning subject matter
things you know

ADAPTIVE OR SELF-MANAGEMENT SKILLS

often considered personal traits or qualities
the way you act

The exercises, on the pages 20 and 21 will help you begin to identify your skills. Review the list of skills and **<u>underline</u> those skills that you possess.** Be sure to consider all your experience and training as well as hobbies and leisure time activities.



FUNCTIONAL/TRANSFERABLE SKILLS:

Underline skills that you possess...

acting/performing
analyzing
arranging
assisting
budgeting
carrying
cleaning
communicating
composing
conceptualizing
cooking
counseling
deciding
designing
diagnosing
drilling
entertaining
explaining
filing
following
fundraising
gathering
helping
implementing
initiating
installing
inventing
knitting
listening
making/fabricating
mediating
monitoring
negotiating
organizing
persuading
planting/seeding
printing
programming
protecting
pushing/pulling
reconciling
rehabilitating
researching
reviewing
scheduling
serving/attending
sharing
sketching
spelling
supervising
taking instructions
testing
troubleshooting
unifying
verbalizing
weaving

administering
anticipating
assembling
auditing
buying/purchasing
charting
coaching
comparing
comprehending
confronting
coordinating
counting
defining
detailing
discovering
driving
establishing
expressing
financing
foreseeing
goal setting
guiding
identifying
improving
innovating
interacting
inventorying
leading
loading
managing
memorizing
motivating
nurturing
painting
photographing
playing
problem identifying
producing
providing
questioning
recording
remembering/recalling
resolving
rewriting
sculpting
setting up
shipping
socializing
steering
surveying
talking/conversing
training
treating
updating
visualizing
working

advising
applying
asserting
balancing
calculating
choosing
collecting
compiling
computing
connecting
copying
creating
delivering
detecting
displaying
editing
estimating
feeding
fine-tuning
forging
grinding
handling
illustrating
improvising
inspecting
interpreting
investigating
learning
locating
manipulating
mentoring
moving
observing
perceiving
placing
precision working
problem solving
promoting
proving
reading
record keeping
repairing/fixing
restoring
risking
selling/marketing
sewing
simplifying
sorting
studying
synthesizing
teaching/instructing
translating
tutoring
upgrading
volunteering
writing

amusing
appraising
assessing
bargaining
caring
classifying
coloring
completing
concentrating
controlling
corresponding
cultivating
demonstrating
developing
drawing
enduring
evaluating
feeling
fitting
formulating
growing/raising
harvesting
imagining
influencing
inspiring
interviewing
judging
lifting
maintaining
measuring
modeling
navigating
operating
persisting
planning
preparing
processing
proofreading
publicizing
reasoning
recruiting
reporting
retrieving
sailing
sensing
shaping
singing
speaking
summarizing
tabulating
tending
traveling
typing
using
washing

CONTENT SKILLS:

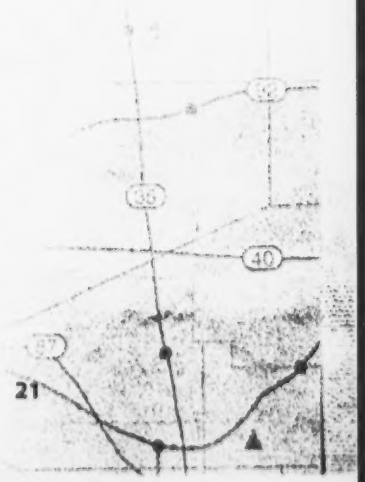
Underline skills that you possess...

arbitration
accounting
culinary talent
crisis intervention
counseling
clerical skills
directing
detective skills
drawing
entrepreneurial
financial planning
filing
hostessing
interviewing
integrating
athletic ability
abstracting information
constructing
coordinating
communicating
designing
delegating
driving
enlightening others
empowering others
following instructions
facilitating
inventing
information processing
information gathering
arranging social events
administering budget
creating visual displays
composing
critiquing
developing rapport
data processing
diplomatic
executing
financial investment
foreign language
forecasting
inspiring trust
informing
interpersonal relations
advising
chairing meetings
classifying data
coaching
clarifying
decision making
debating
diagnosing
explaining concepts
fundraising
follow-through
group facilitating
implementing decisions
innovating
illustrating

SELF-MANAGEMENT SKILLS:

Underline skills that you possess...

academic
affectionate
assertive
courageous
charitable
conscientious
competitive
caring
discreet
daring
efficient
far-sighted
formal
forgiving
good-natured
helpful
imaginative
kind
mature
moderate
obliging
organized
progressive
polite
patient
quick
relaxed
responsible
spontaneous
self-controlled
sincere
serene
tolerant
unassuming
versatile
adventurous
accurate
attractive
cooperative
calm
confident
competent
challenger
dominant
dependable
energetic
firm
frank
fair-minded
goal-oriented
healthy
intuitive
likable
methodical
modest
open-minded
original
purposeful
poised
positive
quiet
reliable
stable
sociable
sensible
successful
teachable
tough
understanding
wise
adaptable
aggressive
analytical
cool
capable
cheerful
clever
creative
determined
eager
enjoyable
flexible
friendly
generous
hopeful
informal
introspective
loyal
meticulous
motivated
opportunistic
open
precise
pleasant
painstaking
realistic
reserved
steady
sincere
sensitive
secure
thorough
trusting
unaffected
wholesome
active
alert
curious
considerate
cautious
clear-thinking
consistent
dignified
deliberate
easygoing
enthusiastic
forceful
fulfilled
gentle
honest
independent
joiner
loving
mild
outgoing
optimistic
prudent
practical
persevering
punctual
reflective
resourceful
strong-minded
self-confident
serious
supportive
thoughtful
trustworthy
unexcitable
warm



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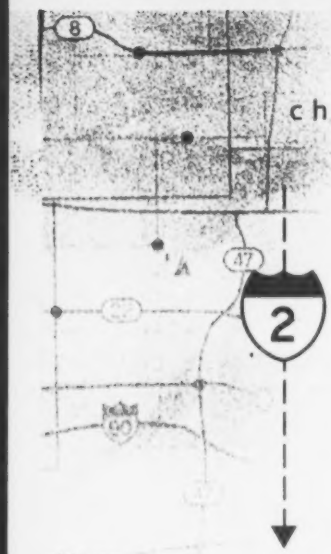


APTITUDE

- Aptitude is the inherited, innate component of ability.
- It is a pattern of traits indicative of potential.
- An aptitude is a potential skill.
- It signifies a person's potential for acquiring an ability or developing a talent.

APTITUDE	DESCRIPTION
Abstract reasoning:	Ability to understand ideas conceived apart from concrete or material existence
Clerical ability:	Ability to record, copy, file, proofread, see differences in detail, avoid error
Color discrimination:	Ability to notice similarities and differences in color or shades of color
Eye-hand-foot coordination:	Ability to move your hands and feet together in response to direction and situations that are in your field of vision
Finger dexterity:	Ability to move your fingers in manipulating small objects quickly and with precision
Form perception:	Ability to make visual comparisons and see small differences in shapes and shadings
Language usage:	Ability to use correct words, grammar, punctuation, and capitalization
Mechanical reasoning:	Ability to comprehend physical laws, machines, tools, and mechanized equipment
Motor coordination:	Ability to use your hands and body rhythmically and accurately to perform physical movements with speed, grace, and precision
Numerical ability:	Ability to understand and reason with numbers, using them quickly and accurately
Spatial ability:	Ability to picture in your mind three-dimensional objects in various shapes and sizes
Verbal reasoning:	Ability to understand ideas and concepts expressed in words

Review the list of aptitudes above. Considering that each of us is multi-talented, underline those that represent what you'd like to convert into a skill with more experience or training.

WORK VALUES

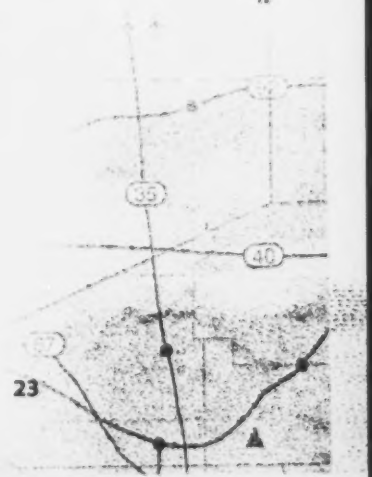
Work values define the rewards, satisfaction, and desirable qualities you seek in the occupational world

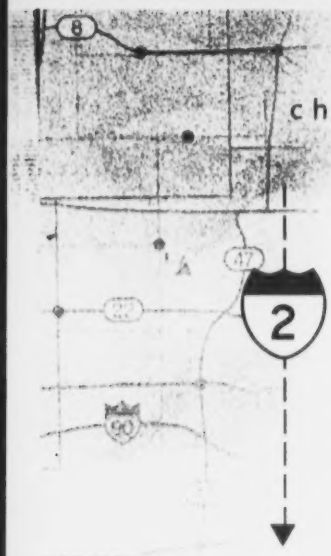
- anything to which a person gives worth, merit, or usefulness
- qualities that make something desirable

WORK VALUES		DESCRIPTION
____	**Achievement:**	feeling of accomplishment; personal growth, mastery of a field, advancement
____	**Adventure:**	exciting activities in uncertain situations
____	**Artistic:**	creating beauty
____	**Contribution to society:**	help others, work for society
____	**Creative:**	initiating new ideas or products; contribution of new ideas, orginality
____	**High Income:**	"show me the money"
____	**Independence:**	work without supervision, make your own decisions
____	**Intellectual:**	solving complex problems requiring thought, applying concepts and knowledge
____	**Leadership:**	directing and supervising others; control, influence
____	**Leisure:**	short hours, long vacations
____	**Recognition:**	respect, prestige, social approval
____	**Security:**	stable, secure environment
____	**Variety:**	diverse activites, constant change

What work values are most important to you? Rank the list above in the order of importance to you (from 1-13).

Are you learning some things about yourself and your attitudes toward work?





LIFESTYLES

Your home, your neighborhood, the car you drive, vacation opportunities, your friends ....all will be influenced by the occupation you choose. Circle your preferences for your future lifestyle:

Where do I want to live?
- rural area
- small town
- suburbs
- large metropolitan area
- city
- foreign country

How important is money to me for my happiness?
- not so important
- I can get by on just the basics
- very important

What kind and how much social activity do I want:
- just a quiet life
- some involvement
- community leader

Do I want to travel and move a great deal for my job?
- don't want to travel and don't want to have job transfers
- travel during the day but be home at nights
- travel during the week but be home on weekends
- transfers to different areas of the country and aboard

What hours do I want to work?
- regular daytime
- shift work
- working weekends
- working evenings
- set my own work schedule

How much time do I want for family/leisure time activities?
- vacation during the year
- time on weekends
- time in the evening

What type of job do I want?
- skilled
- semi-skilled
- professional
- technical

What type of employer do I want?
- large corporation
- self-employed
- small company

What role will work play in my life?
- most important part of my life
- satisfying way to make a living and meet my needs
- just a way to earn money

Can you see how important it is to find an occupation that fits your lifestyle?

INTERESTS

Interests are defined as examples of an individual's likes and dislikes. Interests are those natural preferences we develop as we experience life through work, school, and activities.

- It is an intense feeling, concern, or curiosity about something.
- Interest is a preference.
- Interests act as motivators and/or reinforcers.

SOME EXAMPLES OF INTERESTS:

agriculture	art	athletics	business/economics
clerical/office	communication	construction	design
education	electronics	engineering	finance
homemaking	law	law enforcement	literature
management	mechanics	medicine/health	military
music	numbers	organization	outdoors/nature
performing	politics	religion	sales
science	social interaction	skilled trades	technology
transportation	writing		

Help assess your interests by underlining activities below that you find most interesting.

- **Using my hands**
  fixing things
  using tools or instruments
  operating equipment
- **Logical thinking**
  solving complex problems
  analyzing ideas
  conducting research
- **Creativity and originality**
  creative or performing arts
  coming up with new ideas
  expressing myself in art, music writing, or drama
- **Helping others**
  educating or teaching
  counseling or guiding
  nursing or caring
- **Influencing others**
  managing or leading
  persuading or selling
  having responsibility
- **Being organized**
  keeping records
  following instructions
  working with numbers and dates

Can you see how your interests link back to other qualities you have identified in your self-study? It is important to be able to integrate your abilities, skills, aptitudes, work values, lifestyle and interests together in order for you to be satisfied in your career.

MOVE ON TO STEP 3

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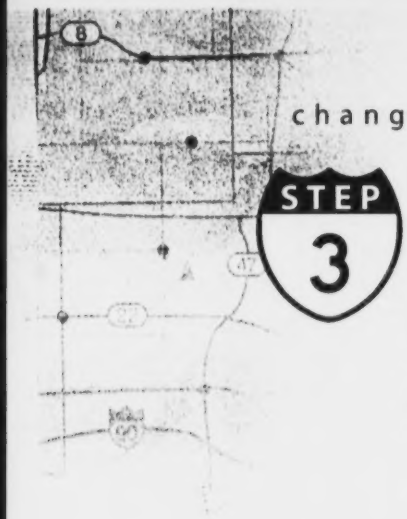


STEP 3

Explore the World of Work

Investigating all the opportunities in the world of work might seem like an overwhelming task. It is important to ask very specific questions about an occupation in order to see if it is compatible with your abilities, aptitudes, interests, work values, etc. Compatibility between you and your work will increase your satisfaction.

Look back at the results of your Career Survey on pages four and five.

- What career path or paths should you investigate?
- In what specific occupations are you interested?

BEGIN YOUR EXPLORATION...

Read through this chart before you answer the questions below.

TYPES OF INFORMATION YOU NEED ABOUT OCCUPATIONS...

DEFINITION:
Define the specific occupation you want to explore.

LINES OF ADVANCEMENT:
Investigate the usual lines of advancement and the possibilities of transferring to a related occupation.

ECONOMIC REWARDS:
Determine the income, overtime, seasonal fluctuations, tips, fringe benefits, and starting salary associated with the occupation.

WORKING CONDITIONS:
Investigate the hours, physical settings, and hazards involved in the occupation.

EMPLOYMENT OUTLOOK:
Examine the demand versus the existing supply of workers in the occupation.

JOB AVAILABILITY:
Investigate where you can go to find out about job openings in your community.

OPPORTUNITIES TO EXPLORE THE FIELD:
Seek summer, part-time, or volunteer employment in the occupation.

METHODS OF ENTERING AN OCCUPATION:
Determine if entry is possible through direct application, personal reference, examination, or apprenticeship.

NATURE OF THE WORK:
Find out the duties performed, tools and equipment required, possible work settings, and fields of specialization.

SOCIAL AND PSYCHOLOGICAL FACTORS:
Evaluate work descriptions and work settings carefully to determine if they match your personal qualities and temperament.

REQUIREMENTS:
List the education and training, aptitudes, temperament, interests, and physical capacity required for the occupation.

SPECIAL REQUIREMENTS:
Determine if law requires certification or licensing for the occupation as it does for teachers, electricians, and cosmetologists, for example. Also determine if you will be required to join a union or other organization.

GAIN KNOWLEDGE ABOUT YOUR CAREER INTERESTS

ANSWER THESE QUESTIONS FOR EVERY OCCUPATION IN EACH CAREER PATH YOU WANT TO EXPLORE.

1. What is the nature of the work in which I am interested?

2. Where might I look for this type of employment?

3. What training and other qualifications are required to secure a job in which I am interested?

4. What is the employment outlook for this type of occupation?

5. What are the earnings?

6. What questions, impressions, comments, or concerns do I have about this career path?

MOVE ON TO STEP 4

STEP 4

Generate Choices by Gathering Information

Specific job training and requirements are usually provided by companies and businesses in their job postings.

Resources for job training and certification information include your local adult education program, community college, college or university counseling center, area vocational-technical school, or school-to-careers office.

Job availability can be investigated through the Chamber of Commerce, Division of Employment Security, or economic development groups. These organizations have information about businesses and industries in your community. Of course you can visit Human Resource Departments at individual companies, check want ads, and network with people you know in the workforce to conduct your own research about jobs available in your area.

WHERE CAN I FIND THE INFORMATION I NEED?

Most of the information described above can be found in the *Occupational Outlook Handbook (OOH)*, and in the *Dictionary of Occupational Titles (DOT)*. These resources include interesting, accurate and up-to-date descriptions for all major jobs that include:

- Significant points about the job
- Training and education needed
- Working conditions
- Advancement opportunities
- Sources of additional information
- Nature of the work
- Earnings
- Skills required
- Projected growth
- Related jobs

Check your local library for assistance in finding these and many other resources that contain information about jobs. You can also explore these and other resources online.

OTHER RESOURCES TO CHECK OUT:

- MOICC (Missouri Occupational Information Coordinating Committee) publishes the Missouri Career Guide, that provides information about career services available to help individuals deal with the way they seek work and the skills needed to succeed at work.
- Department of Labor and Industrial Relations
- Division of Vocational and Adult Education
- Division of Vocational Rehabilitation
- Division of Employment Security
- Division of Job Development and Training
- O*NET- The Occupational Information Network
  http://www.doleta.gov/programs/onet/
- Occupational Outlook Handbook
  http://stats.bls.gov/ocohome.htm

MOVE ON TO

STEP 5

Make a Decision About Your Career Choice

Take a few minutes to complete this outline to help you clarify your career choice.

MY PERSONAL CAREER ROAD MAP

I am interested in:

Career Path _____ Occupation _____

My skills are:

_____

_____

_____

I value:

_____

_____

_____

I would describe myself as:

_____

_____

_____

I would describe my ideal job as:

_____

_____

All of this seems to indicate:

_____

_____

Career Goal:

_____

Potential Employers:

_____

_____

Educational and/or Training Requirements:

_____

_____

Roadblocks:

_____

_____

Immediate Goals:

_____

_____

_____

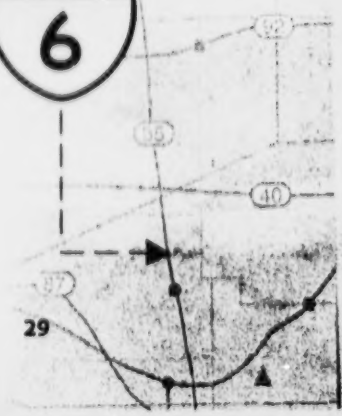
Long-Term Goals:

_____

_____

_____

MOVE ON TO



STEP 6

Plan and Act on Your Career Move

Congratulations! You are ready to begin making plans to take action on reaching your career goals.

EXPLORE CAREER PREPARATION CHOICES

ON THE JOB TRAINING: Some occupations do not require training prior to employment.
APPRENTICESHIP: Apprenticeship is a three-to-four-year training program where you earn money while you learn by working on the job. You receive a license at the end of training. Examples of trades that use apprenticeship are bricklaying, jewelry making, and electrical repair.

> **TO RESEARCH:** You can identify and learn about these occupations by reading books and using computer programs (such as your state career computer information system). It may also be beneficial to talk to people or local union members in these occupations in order to get a better understanding of the occupations.

ARTICULATION: You may be able to get credit for some pre-approved high school courses at a technical school or college.
VOCATIONAL TECHNICAL/TRADE SCHOOL: Programs at these schools are generally one month to two years in length. Examples of vocational technical/trade school programs include nursing, robotics and business.
COMMUNITY/JUNIOR COLLEGE: Community colleges offer two-year "degree" vocational training, associate degrees, or credit transfer to a college or university where you can pursue a bachelor's degree. Most community colleges have an open enrollment policy for high school graduates and individuals with GEDs. They may offer remedial courses.
COLLEGE/UNIVERSITY (Bachelor's or Graduate Degree): A bachelor's degree requires approximately four years of college. A master's degree usually requires one to two years of college beyond the bachelor's degree. A minimum of a bachelor's degree is required for about 20% of the occupations in the United States. Entrance requirements depend on the desired program/major.

> **TO RESEARCH:** You can learn about these schools by looking at resource college directories like the *Technical Trade and Business School Data Handbook* (vocational technical/trade schools), the *Chronicle Two-Year College Date Book* and *Peterson's Guide to Two-Year Colleges*(community junior colleges), and the *College Handbook* and the *College Data Handbook* (for colleges and universities). Check your local library for college catalogs, and use computer software (such as your state career computer information system). For specific information about colleges or schools that you want to learn more about, contact those schools' admissions offices.

MILITARY: Training is available for many jobs while you are enlisted. You may also receive financial assistance for college, pay, room and board, and benefits. High school graduation is required.

> **TO RESEARCH:** You can learn about career training in each branch of the armed services by using appropriate computer software (such as your state career computer information system). Contact the local recruiting office for each branch of the armed services.

JOB CORPS: Vocational/skill training is provided at various locations throughout the nation. Training, room and board, and sometimes child care are provided free to economically disadvantaged youth, male and female, ages 17-20.

> **TO RESEARCH:** You can contact your local State Employment Office for more information.

*Adapted from *Career Choices User's Guide*, North Carolina Occupational Information Coordinating Committee.

MOVE ON TO STEP 7

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Evaluate your Career Choice

A successful and fulfilling career depends on your ability to follow your personal road map and make positive turns and adjustments along the way. After you progress to a career choice it is important to step back occasionally to make sure you are moving in a positive direction.

It is important to look at several aspects of your career choice to determine where satisfaction or dissatisfaction lies. Respond to a few questions by checking yes or no in the space provided.

DO I LIKE MY JOB?

YES	NO	
___	___	Physical setting
___	___	Hours
___	___	Is level of pay equal to responsibilities?
___	___	Co-workers
___	___	Company or organization treats me fairly and with respect
___	___	I have good communication with co-workers and management

DO I LIKE THE TYPE OF WORK I DO?

YES	NO	
___	___	Use of talents and abilities
___	___	Enjoy duties and responsibilities
___	___	My work is compatible with my personality
___	___	Opportunities to learn new skills, professional growth
___	___	Feel successful and rewarded in my work

IS MY CAREER AREA STABLE WITH POSSIBILITIES FOR ADVANCEMENT?

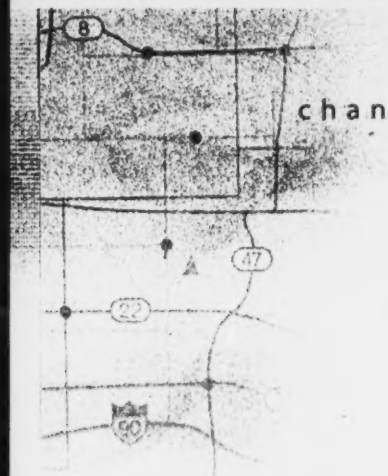
YES	NO	
___	___	I can count on keeping a good job
___	___	There are opportunities for growth in my company/organization

If you responded no to any of the items above, you may need to take a closer look at that aspect of your career choice.

You may be able to change certain aspects of your career choice without changing jobs or careers. For example,

- **A lateral transfer or relocation** within your company may enable you to utilize untapped talents along with transferable skills you possess.
- **Volunteering** for new duties or a task force can expose you to new products and/or people.

If your responses to the questions above indicate you are satisfied with your career choice, that's great! You can build career satisfaction by evaluating yourself from time to time so you can make small changes and adjustments to your personal road map as you pursue the career you enjoy.



What Else Can You Do to Meet your Career Goals?

Volunteer your services in a position related to your career path. Not only will you gain practical experience, you will learn more about working in a career path that interests you. You will gain exposure to different occupational possibilities that exist within a chosen career path. Volunteering can help you decide whether a career path or specific occupation is right for you. You might find that you have chosen the right career path, and need to explore different occupations before you find the right one.

Prepare your resume. Find out what style of resume is most appropriate for the type of job you are trying to acquire.

How Can You Cope with an Unexpected Career Change?

Sometimes events lead to an unexpected career change. Adults who are coping with major changes in their lives often need the support of a variety of people and services in order to make plans and establish new goals. A few things to consider when life takes an unplanned detour:

- Seek help when dealing with major life changes such as death, divorce or illness
- Job loss is also a major life change; support services are available through several community agencies
- Stress management is critical for coping with and planning new goals when confronted with an unexpected career change
- Financial planning and budgeting are necessary to adjust personal finances to meet your needs during career transition

Don't hesitate to utilize resources that are available through a variety of agencies in your community. They are there to help you continue on your road map of life.

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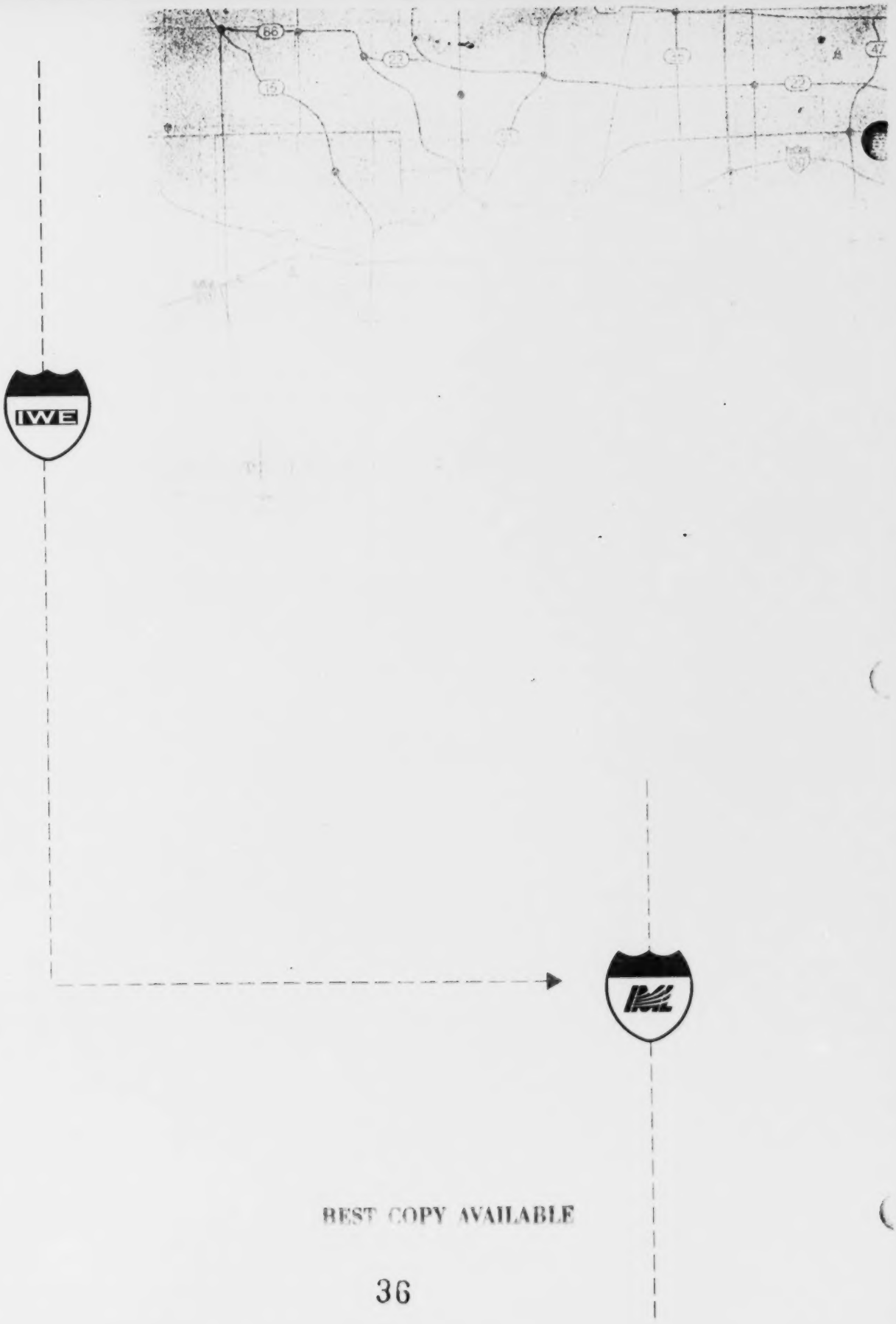

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